

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING

February 22, 2018

PRESENT: Larry Epstein, Patricia Finder-Stone, Bev Bartlett, Melanie Maczka, Deborah Lundberg, Mary Johnson, Linda Mamrosh, Mary Derginer, Amy Payne, Corrie Campbell, Tom Smith, Sam Warpinski

EXCUSED: Arlie Doxtater, Randy Johnson

ABSENT:

ALSO PRESENT: Laurie Ropson, Devon Christianson, Christel Giesen, Kristin Willems, Tina Brunner, Dr. Doreen Higgins, Denise Misovec, Jenna Brown, Allison Grass, Jennifer Hallam-Nelson, Therese-Barber-Buch

The meeting was called to order by Chairperson Epstein at 8:37 a.m.

PLEDGE OF ALLEGIANCE:

INTRODUCTIONS: New ADRC Board member, Sam Warpinski introduced himself and is excited to be involved.

ADOPTIONS OF AGENDA:

Mr. Epstein announced that agenda item #7 would be moved to #8 and # 8 would move to #7. Supervisor Campbell/Mr. Smith moved to adopt the amended agenda. **MOTION CARRIED.**

APPROVAL OF MINUTES OF REGULAR MEETING OF January 25, 2018:

Ms. Finder-Stone/Ms. Bartlett moved to approve the minutes for the January 25, 2018 Meeting. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None

FINANCE REPORT:

REVIEW AND APPROVAL OF JANUARY 2018 FINANCE REPORT:

Ms. Bowers referred to the January 2018 Financial Highlights and ADRC Summary Report to demonstrate the preliminary expenses and revenues for January. Ms. Bowers pointed out that the nutrition averages on the report were not accurate and she would be sure to adjust them for the next report.

Ms. Derginer/Ms. Lundberg moved to approve February 2018 Finance Report. **MOTION CARRIED.**

REVIEW AND APPROVAL OF RESTRICTED DONATIONS:

Ms. Bowers reviewed 2 restricted donations received for the Grounded Café in month of January 2018.

Mr. Smith/Ms. Lundberg moved to approve the restricted donations for December 2017. **MOTION CARRIED.**

REPORT OF THE NOMINATIONS & HUMAN RESOURCE COMMITTEE:

Mr. Epstein updated the board on the approvals from the HR & Nominations Committee meeting to include:

- Elimination of the Administrative Specialist position and the addition of the Administrative Services Coordinator position.
 - Titles updates to include the Switchboard/Receptionist position from Switchboard Operator, Program Coordinator from AddLife Coordinator, Nutrition and Volunteer Program Assistant to Nutrition Program Assistant.
- Organizational chart changes: supervision of the Maintenance Assistant to the Program Coordinator formerly under the Maintenance Coordinator

Ms. Maczka/Mr. Smith moved to approve position change, job descriptions and title changes, and table of organizational changes as approved by HR & Nominations committee. **MOTION CARRIED.**

FOCUS GROUP REPORT AND BOAR INTERVIEWS- DOREEN HIGGINS:

Dr. Higgins shared progress so far with the topics and plans for the Focus Groups to collect information for the next 3 Year Aging Plan. Ms. Higgins and Ms. Christianson are asking for board members to each complete 3 or 4 interviews with people in their circles

for additional input. All questions are optional. The Demographic form is also optional. It was suggested to give the Demographic form to participants with an envelope so that it could be sent in privately and anonymously. 10 minutes were spent with board members pairing up to pilot the questions and to provide feedback/suggestions. Dr. Higgins suggested that the board use their own words/language and to use the questionnaire as a tool/guide in order to have a discussion to gain input from participants. Board members could capture information electronically or in hard copy but each interview should be captured separately. Ms. Christianson asked board members to turn in information from interviews prior to or at the March Board meeting.

DIRECTORS REPORT:

A. STATE DIRECTORS MEETING: LONG PATH AND REALLOCATION:

Ms. Christianson offered to table this discussion until March's meeting in the interest of time.

B. UPDATES ON BADGER TERRACE, DENMARK & PULASKI:

Ms. Christianson shared that the first meeting with the Pulaski community is scheduled for March 7th, 2018. She also shared that the ADRC had not yet received formal notice from Badger Terrace to discontinue their meal program.

STAFF REPORT: TINA BRUNNER BENEFIT SPECIALIST COORDINATOR:

Ms. Brunner referred to the handout which includes the unit mission and several success stories from 2017. Ms. Brunner shared information regarding her staff and volunteers and what roles they are responsible for. The team tagline is "The Red Tape Cutters". They connect people to benefits for Medicare, Medicaid, Social Security, Disability, and Health Insurance. They also specialize in advocacy efforts for the customer for these programs. One initiative for 2018 is the integration of the newly formed Benefit Administrative Assistant. This position will spend time doing "behind the scenes" work with volunteers, freeing up time for the Benefit Specialist to spend with other customers. This position will also be in charge of managing all of the benefit resources to be sure that they are current and most updated for customers. Ms. Brunner also will be conducting a change project in 2018 to be sure that their process is still the most effective and customer experience remains very positive. Ms. Brunner shared that the call center model remains very effective and they continue to answer about 85% of the inbound calls. Ms. Brunner also mentioned that outreach continues to be a focus in order to make sure that the community is aware of the ADRC and services they provide. The Medicare Minute, a scripted monthly topic surrounding Medicare is presented in the community by volunteers 30 to 40 times each month, helps the outreach effort. Ms. Christianson and the Board thanked Ms. Brunner and her team for their work.

LEGISLATIVE UPDATES:

Ms. Christianson discussed the difference between the Dementia Specialist Certification Program vs. the Dementia Care Specialist position that works at the ADRC. GWAAR is no longer supporting legislation regarding the Certification Program due to the reduction of number of required training hours for CNA certification from 120 to 75.

ANNOUNCEMENTS:

Ms. Christianson shared that the ADRC is one of 31 non-profits chosen to participate in "Give Big Green Bay". This is one day for people to donate online and the Packer organization will match donations.

Ms. Derginer NWTC is hosting a traveling exhibit. "Allies for Inclusion" is looking to inspire inclusion activities and increase knowledge about how to be an ally for people with disabilities.

<https://www.slu.edu/education/outreach-programs/ability-institute/allies-for-inclusion.php>

<https://www.nwtc.edu/events/2018/february/allies-for-inclusion-the-ability-exhibit>

Mr. Epstein will not be at the March meeting. Ms. Finder-Stone will lead the meeting.

NEXT MEETING – ADRC- 300 S. Adams St. March 22, 2018 at 8:30 AM.

ADJOURN:

Ms. Finder-Stone/Supervisor Campbell moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:35 a.m.

Respectfully Submitted,
Kristin Willems,
Administrative Specialist